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CODIB-D-111/1.5/3
19 January 1965

UNITED STATES INTELLIGENCE BOARD

COMMITTEE ON DOCUMENTATION

Biographic Task Team V

Approved Terms of Reference

In accordance with CODIB-M-60 of 21 January 1965, para. 3,

the attached revision of CODIB-D 111/1.5/2 dated 2 December 1964

constitutes the official CODIB-approved Terms of Reference for subject

task team.

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Secretary

C-O-N-F-I-D-E-N-T-I-A-L

CODIB-D-111/1.5/3
19 January 1965

UNITED STATES INTELLIGENCE BOARD

COMMITTEE ON DOCUMENTATION

TASK TEAM V - BIOGRAPHICS

Terms of Reference

A. OBJECTIVE

To identify means for improving the storage; retrieval and exchange of information from the major name files and related data files in the Intelligence Community.

B. FACT FINDING

1. Identify those significant index and related systems leading to biographic information collections in the government which are routinely consulted by intelligence agencies for their security, counterintelligence or foreign (positive) intelligence content.

2. Establish the following facts concerning each of the above.

   a. Size: Number of index records (i.e., extracts of information, such as 3 x 5 cards, punched cards, magnetic tape records, disk records, strip records, etc. normally leading to documents and files), type and size of index records, single or multiple reference.

   b. Emphasis on types of personalities covered: e.g., percentage of foreign vs U. S. Citizens, scientists, military, political, Communist Party, Maritime, foreign intelligence services, agents, etc. This will include the "name finding" as well as the "name searching" activity.

   c. Number of names searched daily: Percentage of positive and negative responses, depth of search on name variants.

   d. Major requesters; proportion of requests from each.

   e. Methods of communicating requests and responses: Forms, memoranda, teletape, transceiver, data phone; security classification of requests and responses.

f. Identifying data in conjunction with name normally included in index reference.

g. General description of input, maintenance and search processing.

h. Current requirements for submission of requests.

i. Classification of the index.

j. Other factors bearing on system effectiveness or manpower involved in finding biographic information.

C. **REVIEW**

1. Examine costs, methodology and prospects for biographic systems now undergoing mechanization.

2. Identify basic problems to be faced and areas where policy decisions are required by each agency in planning for mechanization.

3. Identify those areas where format, methodology and equipment compatibility are required or are highly desirable in name searching or finding to obtain optimum speed, quality and economy in automating query and response.
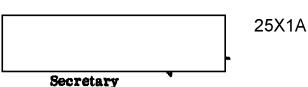
D. **RECOMMENDATIONS**

Formulate recommendations for CODIB and USIB approval outlining policy objectives for the Community, with generalized projections of cost, manpower and time required to meet these objectives. Include specific guidelines for agencies to follow in systems planning and development, and recommend follow on action.

C-O-N-F-I-D-E-N-T-I-A-L

CODIB-D-111/1.5/2
4 December 1964

UNITED STATES INTELLIGENCE BOARD

COMMITTEE ON DOCUMENTATION

Biographic Task Team V: Second Revised

Draft Terms of Reference

Attached for approval at the next meeting is the latest version of a terms

of reference paper, reflecting task team deliberations following CODIB

comments as noted in CODIB-M-57, 23 October 64, paras 6-8 and

CODIB-M-58, 23 November 64, para. 9.d.

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Secretary

GROUP I
Excluded from automatic
downgrading and
declassification

C-O-N-F-I-D-E-N-T-I-A-I.

CODIB-D-111/1.5/2
4 December 1964

CODIB BIOGRAPHIC TASK TEAM V

Terms of Reference

A. OBJECTIVE

To identify means for improving the storage, retrieval and exchange of information from the major name files and related data files in the Intelligence Community.

B. FACT FINDING

1. Identify those large (e.g., one million cards) biographic indexes in the Government which are routinely consulted by intelligence agencies for their security or counter-intelligence content.

2. Concurrently with the above, identify those large (e.g., one million cards) biographic indexes routinely consulted by intelligence agencies for their foreign (positive) intelligence content.

3. Establish the following facts concerning each of the above.

   a. Size: number of cards, type of cards, single or multiple reference.

   b. Emphasis on types of personalities covered: e.g., percentage of foreign vs U.S. Citizens, scientists, military, political, Communist Party, Maritime, foreign intelligence services, agents, etc. This will include the "name finding" as well as the "name searching" activity.

   c. Number of names searched daily: Percentage of positive and negative responses, depth of search on name variants.

   d. Major users of indexes, proportion of requests from each.

   e. Methods of communicating requests and responses: Forms, memoranda, teletape, transceiver, data phone; security classification of requests and responses.

   f. Identifying data in conjunction with name normally included on index card.

   g. General description of input, maintenance and search processing.

      h. Current requirements for submission of requests.

      i. Classification of the index.

4. Identify plans for mechanization of "name searching" activities (storage and search in a computer system).

5. Identify plans for mechanization of "name finding" activities. Determine if interagency problems exist in this area.

C. REVIEW

1. Examine costs, methodology and prospects for indexes now undergoing mechanization.

2. Identify basic problems to be faced and policy decisions to be reached by each agency in planning for mechanization.

3. Identify those areas where format, methodology and equipment compatability is required or highly desirable in name checking to obtain optimum speed, quality and economy in automating query and response.

C-O-N-F-I-D-E-N-T-I-A-L

CODIB-D-111/1.5/1
2 October 1964

UNITED STATES INTELLIGENCE BOARD

COMMITTEE ON DOCUMENTATION

Biographic Task Team V: Revised Draft

Terms of Reference

Attached for discussion and approval at the next meeting is the revised (9 Sept 64) draft terms of reference for subject task team, reflecting modification of the original version by the (then) newly constituted team (consisting of Army, Navy, Air, NSA, FBI and CIA members concerned, principally, with counter-intelligence or security name-trace interests). Subsequently, a DIA representative was named, along with a CIA observer, to add additional positive intelligence-interest emphasis.

Secretary

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GROUP I
Excluded from automatic
downgrading and
declassification

D
R
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CODIB-D-111/1.5/1
9 September 1964

BIOGRAPHIC TASK TEAM V

TERMS OF REFERENCE

A. Fact Finding

1. Identify those large (over one million cards) biographic indexes in the Government which are routinely consulted by intelligence agencies for their security or counter-intelligence content.

2. Identify those large (over one million cards) biographic indexes routinely consulted by intelligence agencies for their foreign (positive) intelligence content.

3. Establish the following facts concerning each:

   a. Size: number of cards, type of cards, single or multiple reference

   b. Emphasis on types of personalities covered: e.g., percentage of foreign vs U.S. Citizens, scientists, military, political, Communist Party, Maritime, foreign intelligence services, agents, etc.

   c. Number of names searched daily: Percentage of positive and negative responses, depth of search on name variants.

   d. Major users of indexes, proportion of requests from each

   e. Methods of communicating requests and responses: Forms, memoranda, teletape, transceiver, data phone; security classification of requests and responses.

   f. Identifying data in conjunction with name normally included on index card.

   g. General description of input, maintenance and search processing.

   h. Current requirements for submission of requests.

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4. Plans for mechanization (storage and search in a computer system).

B. Review

1. Examine costs, methodology and prospects for indexes now undergoing mechanization.

2. Identify basic problems to be faced and policy decisions to be reached by each agency in planning for mechanization.

3. Identify those areas where format, methodology and equipment compatibility is required or highly desirable in name checking to obtain optimum speed, quality and economy in automating query and response.

C. Recommendations

Formulate recommendations for CODIB and USIB approval outlining policy objectives for the community, with generalized projections of cost, manpower and time required to meet these objectives. Include specific guidelines for agencies to follow in systems planning and development.

C-O-N-F-I-D-E-N-T-I-A-L